

**Youth Job
Development & Training**

**Fiscal Year 2003
Programs
Annual Report**

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YOUTH JOB DEVELOPMENT AND TRAINING PROGRAM

Prepares Today's Virgin Islanders For Tomorrow's Careers

FISCAL YEAR – 2003 SUMMARY

At the end of Fiscal Year 2003 approximately **nine hundred thirteen (913)** customers were served through the Youth Job Development and Training Program (YJDTP). Youth Job Development and Training Programs are designed to prepare youth for future careers through various avenues. Programs offered assess academic and skill levels, identify employment goals, address employment barriers, furnish life and vocational readiness, provide hands on work experience and enhance computer literacy. Funding for the programs is still diminutive, but we were able to have a successful year. Services were administered through the below listed projects:

PARTIAL EMPLOYMENT TECHNIQUE (PET) ENTREPRENEURIAL ENRICHMENT PROGRAM

In April 2002 the Partial Employment Technique (PET) Program which has been operating territorially for eleven years was combined with an Entrepreneurial Enrichment Program to enhance the career exploration segment of the program.

Forty-eight (48) customers participated in the Partial Employment Technique Entrepreneurial Enrichment Program. The PET program was designed to focus on customers between the ages of 14 - 18 who were “at-risk” of dropping of school. The program addresses issues such as academic deficiencies, lack of or no prior work experience, inappropriate attitudes and how to develop the right work ethic.

The Partial Employment Technique (PET)/Entrepreneurial Enrichment Program allow youth an opportunity to develop entrepreneurial interest. This program also provides youth with technical expertise on the personal computer by developing marketing materials using the latest desktop publishing software. In addition, the format of the program fosters demographic research of the community and its existing job needs.

COMPUTER LITERACY TRAINING

The Computer Literacy Training classes was developed to assist customers who had little or no computer knowledge. **Twenty-eight (28)** customers completed training, including eight (8) Department of Labor Staff members. The program was broken down into three (3) categories. General Computer Knowledge, Microsoft Office Features (including basic word processing skills) and Basic Electronic Communication. Customers were issued certificates of completion after each segment of training.



SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)

Funding for the Summer Youth Employment Program (SYEP) was cut by 20% this year. The anticipated \$800,000 allotment was reduced to \$640,000. However, **four hundred fifty-seven (457)** customers were able to participate in the program. The program is designed to provide training and employment opportunities for youth between the ages of 14-25 inclusive, included the following special projects:

LABOR INVESTING FOR TOMORROW

Fifteen (15) college juniors, seniors and graduate students completed work experience in their chosen field of study this summer through the Labor Investing of Tomorrow (LIFT) program.

To qualify for this program applicants must be between the ages of 18—25 inclusive, must have completed at least three years of college (60 credit hours) and maintain a Grade Point Average (GPA) of 2.8 or higher.

LIFE SKILLS MANAGEMENT (LSM)

Eight hundred fifty-three (853) customers were trained by the LSM team during this fiscal year. The LSM program entails a series of modules scheduled to provide customers with life and vocational skills that will ensure a successful future.



The LSM modules were mandatory for SYEP customers who were in High School as well as 1st and 2nd year of college. These sessions addressed such issues as resume writing and interviewing, cultural awareness, identifying and securing funds for education, efficiently managing financial matters and an overall planning for a successful future. All customers enrolled in training programs, under the Division of Training, were required to participate in LSM modules prior to being placed.

Additionally, Life Skills Management modules were completed for Department of Labor customers, including customers of the Re-Employment Service Program, Welfare-to-Work, and Job Service, and Workforce Development Unit.

ECO-TOURISM PROJECT

Fifteen (15) customers participated in the Eco-Tourism project. Customers were trained in the following areas:




-  Career Exploration in Horticulture and Landscaping Design
-  Cultural Enrichment in Folklore, Arts, History and Tradition

-  Work Maturity, Safety Techniques, Business Innovation
-  Appreciation of Culture and Environment

The project was coordinated by Ms. Jacquel Dawson-Malbranche, President of VI Institute for Agriculture Development, Inc.

THE ESSENCE OF ENTREPRENEURSHIP TRAINING PROGRAM

Fifteen (15) customers participated in The Essence of Entrepreneurship Training Program. Customers were trained in the following areas:

-  Entrepreneurial
-  Hospitality
-  Etiquette

The program was coordinated by Andrea Daley, Executive Director of The Entrepreneur Center of the Virgin Islands.

TECHNOLOGY & ENTREPRENEURSHIP YOUTH PROGRAM

Eighteen (18) customers participated in the Technology & Entrepreneurship Youth Program. Customers were trained in the following areas:

-  Technology
-  Entrepreneurship

The program was coordinated by Tony Whitehead, CEO & President of AVIVA.